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Special Assistant to DD/S

1 July 1960

Plans and Policy Staff/OTR

In-Basket Exercise for Possible Support
Officer Seminar

REF : DD/S 60-2429 - 23 June 1960

1. In response to your note to Mr. Baird 23 June, I have drawn up the attached problem for use in a possible Support Officer Seminar. The thought behind this problem is that it would occupy a one-half day seminar discussion. The problem deals with travel and is intended to cover most of the key questions with which senior support officers have to grapple in foreign travel matters.

2. It is my thought that the Support Officer Seminar might run for about ten one-half day sessions which need not be on consecutive days. Each session should concern itself with a single administrative field of interest. Problems can be presented in a variety of ways. The attached, for instance, could be given out as a single handout, or each situation could be the subject of a simulated memo, cable or dispatch.

3. In addition to a seminar leader, the session on travel should be attended by the Chief, Travel Section, of the Comptroller's Office and perhaps a member of the General Counsel's staff.

4. With respect to the attached problem, it is my thought that support officers would not be asked to prepare travel orders, compute vouchers or anything like that nor should they be required to display a detailed memorization of travel regulations. Instead, the emphasis is on their ability to identify problems presented in the successive situations and their knowledge of how to resolve such problems. I assume they would have at their fingertips a set of CIA Regulations and, also, the Standardized Regulations.

DATE: 08 FEB 1969

5. If I can do anything else to help you in preparing for a possible Support Seminar, please let me know.

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